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# Portland Friends of the Dhamma Board Meeting Minutes

April 19, 2017

Portland Dhamma Center, 1404 SE 25th Ave, Portland

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**Directors Present:** Greg Satir (Chair), Charla Chamberlain, Kristen Saxton, Sakula (Spiritual Director), Stephanie Allderdice

**Officers Present:** Tena Hoke (Secretary), Alistair Williamson (Vice Chair), Bonnie Wilson (Treasurer)

**Community Members Present:** Chad Lublin, Greg Fletcher, Matthew Danskey

The meeting convened at 6:35 following a meditation led by Sakula and the reading of the vision statement by Greg F.

A quorum was declared, with 5 of 5 Directors present.

There was no new business, and the agenda was approved.

**Minutes Approval.** The minutes from the previous meeting held March 15, 2017 were approved with no changes.

**Spiritual Director's Report.** Sakula noted that there are now 15 rather than 17 people going from PFOD to Abhayagiri for the upasika renewal. There was a lot of support for the change in the Children's program to include more of a Buddhist focus with Jessica taking over and Jacob moving on (with much gratitude to Jacob for his work). Jessica will be paid the same as Jacob. James Gregg has offered to step in for the Children's program when Jessica is needed for Sunday Sila. Sakula intends to review the Children's program again in 3 – 4 months.

**Treasurer's Report.** Bonnie noted that we are well on track against our budget. Chad requested that in future there be a column added for last year so we can compare the same period this year vs. last year.

**Building Electrical Update.** Greg F reviewed the quote from Beaver Electric for the wiring upgrade.

- Make sure PFOD does not have to pay for the city inspection.
- Make sure all work would be finished for no more than the quoted price.
- Length of project is expected to be about 2 – 3 days. There may be one or two evenings without light but other than that programming impact should be minimal.
- PFOD would do the wiring to the individual light boxes and purchase the materials for that.
- The next step is for the Building Committee to meet and discuss this feedback from the Board.

**Action Item Review.** Alistair reviewed the action items, which were all completed except the following:

- **Action item Kristen** - have the second electrical estimate by the May board meeting.
- **Action item Alistair and Tena** – extend job description action item to May meeting. Send email to Greg with proposal in time for inclusion in May agenda packet.

- **Action item Greg** – have reports from 2-3 other organizations regarding their operational systems by the May board meeting.
- **Action item Bonnie** – Bring a recommendation about how the board will communicate with the community about the mortgage to the May meeting.

**The Steps of Consensus.** Greg briefly reviewed the consensus decision-making process.

**Board Election Planning.** Greg and Sakula presented their recommendations for bringing on new Board members. There was wide support for the idea of letting candidates work with the Board and vice-versa prior to an election. (The ideal Board candidate qualities noted in the agenda for this meeting are not fixed and need to be revisited, but that is a much larger project than can be undertaken currently.)

The following was agreed by consensus:

**Recommendation #1:** This year the Board should set aside its longstanding convention of bringing on new Board members at the annual meeting and broaden its aim to identify at least two qualified contenders throughout the remainder of the year with the hope of having at least one new member join the Board by the end of the January 2018 meeting.

**Recommendation #2:** In support of #1, we advise that the Board invites at least two community members to join us in the planning and/or budgeting process in the fall. The Board should consider the possibility of inviting an outside Director. We can then consider next steps at that point. This recommendation (#2) is to be discussed at the July Board meeting.

**Action Item Greg:** Include recommendation #2 in the July Board agenda.

**Community Meeting Planning.** Charla presented a plan for the PFOD annual community meeting, which will be more of a brunch/tea/social and not so much a “meeting”. The Board agreed on June 3<sup>rd</sup> for the date of the meeting.

**Action Item Charla:** By the end of April send an email to the community announcing the community meeting.

**Action Item Charla:** By the May meeting have a draft of the materials about the Board that will be displayed at the community meeting.

**Action Item Greg:** By the end of April post the community meeting to the online calendar.

**Action Item Sakula & Jessica:** Plan the 10:00 – 10:30 meditation/opening session in such a way as to involve our children. (No deadline was set for this.)

**Fundraising Planning.** Following the consensus decision-making process, the following portions of the Fundraising Plan for 2018 were approved:

### **2018 Fundraising Plan:**

Overall Fundraising goal for 2018: \$18,800  
 Annual + Mid-year appeals: \$11,000  
 Auction: \$5,000  
 Spring event: \$1500  
 Ongoing rewards programs: \$200  
 Direct ask for monastic plane tickets: \$1100

We propose 4 fundraising events for the 2018 calendar year, including 2 appeals (annual and mid-year), an annual Fall auction and another event, held in the spring, as yet to be determined. This spring event could be the Thai Cooking class, a bake sale either live or online, or potential other event. We will work with the board to develop ideas and plans for this spring event.

Along with the four fundraising events, we will maintain the ongoing support from Fred Meyer Rewards and Amazon Smile programs by sending twice yearly reminders of these opportunities and will provide instructions and assistance for anyone who would like to participate.

We also propose that we continue to ask the community for support in providing plane tickets for visiting monastics with the goal in 2018 being \$1100. We will determine who would like to take ownership of this direct ask responsibility.

As part of our fundraising plan, we will incorporate a plan to thank and appreciate the PFoD community for their generous donations of time, money and effort. We will identify volunteers throughout the year to work on appreciation communications.

**Spring fundraiser financial goal for 2018: \$1500**

**Spring fundraiser timeline:**

- Feb 19-23: meet to plan fundraising event details, finalize timelines, gather volunteers
- March 19-23: announce fundraiser, gather volunteers, start planning details/assigning tasks
- April 22-29 fundraiser live (bake sale for example)
- April 29: end fundraiser, distribute items, finalize payments, wrap up details
- April 30-May 4: send thank you letters, announce successes/updates for community, continue to finalize payments
- May 4-May 9: write articles for Observer/Facebook, final wrap up/payments, etc.

**Mid-year appeal financial goal: \$ 5000**

**Mid-year appeal timeline:**

- May: start preparing appeal letters
- June appeal letters mailed

**Annual auction financial goal for 2018: \$5000**

**Annual Dana Days Auction timeline:**

- August 15: prepare communications, look at website, gather volunteers to help with auction
- Aug. 29-Oct 10: announce auction, advertise opportunity to offer donation items, work with volunteers, prepare website, answer donor questions
- October 10-24 auction live, continue communications, stir up enthusiasm, answer questions, any technical details
- October 25: end of auction announcements, wrap up, send thank you letters, answer questions
- October 26-31: follow up with auction donors and recipients regarding payments, send any remaining thank you letters, wrap up details, write article for Observer, Facebook, etc
- Nov. 1-6: make sure all payments are complete

**Annual appeal financial goal for 2018: \$6000**

**Annual appeal timeline:**

- November: prepare appeal letters
- December: appeal letters mailed

The following section of the Fundraising plan was not approved. More thought needs to go into who and how many people should be on the fundraising committee and how it should be structured.

The board will seek 2-3 additional people to join the fundraising committee, which will meet periodically to develop each fundraising event and work to handle the logistics of follow up, thanking the community and working on developing any additional fundraising ideas. Within the fundraising committee, there will be 1-2 people who will focus on coordinating/maintaining the dana list and any associated business. We propose that the fundraising committee consists of 1-2 board members and 2-3 additional community members. The fundraising committee will take this fundraising structure and develop the details of each event, requesting assistance and historical knowledge from other community/board members and then bring updates to the board. The fundraising committee will discuss how to implement any spontaneous fundraisers or additional fundraising efforts and report back to the board for approval.

**Action Item Kristen:** Get PFOD signed up for the Fred Meyer rewards program.

**Action Item Bonnie:** Get Kristen the 501(c)3 documentation.

**Action Item Greg:** Include fundraising committee structure on the October meeting agenda so that by the end of that meeting the structure can be finalized.

**Supportive Church Chairs.** Margaret Schilling sent in a proposal for adopting the “Flash Furniture XU-CH-60096-BN-GG Hercules Series 18-1/2-Inch Wide Brown Stacking Church Chair with 4-1/4-Inch Thick Seat/Gold Vein Frame” as the standard chair for PFOD. She offered to donate 5 chairs initially, and to coordinate the effort to allow community members to join her in this offering. The Board enthusiastically accepted this proposal.

**Calendar Review.** The next Board meeting was rescheduled to May 24 so that Greg can attend.

**Action Item Greg:** Bring the kickoff of the Annual Review Process to the May meeting.

The meeting was adjourned following a brief closing meditation.

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